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PROCEDURE FOR FILLING DD/I VACANCIES  
GRADES GS 9, 11, 12 AND 13

1. Effective \_\_\_\_\_ the herein outlined procedure will be followed in <sup>the date</sup> ~~considering candidates~~ <sup>personal to fill professional</sup> for all DD/I vacancies in grades GS 9, 11, 12 and 13 <sup>and all closed vacancies in grades GS 7 & 8</sup>
2. This program is to be administered by a special DD/I panel consisting of the principal administrative officer of each DD/I office and chaired by the Office of the Assistant to the DD/I (Administration)
3. As ~~GS 9, 11, 12 and 13~~ <sup>in the categories indicated in PD 1</sup> vacancies occur or are anticipated in DD/I Offices, the office having the vacancy will prepare a Vacancy Notice form outlining the duties of the position and the qualifications required of the incumbent. \* This completed form will be forwarded to the Office of the A/DD/I (Admin.) <sup>one ditto master</sup> ~~in seven copies~~ who will circularize it to the various Office Boards.
4. Each Office Board will nominate not more than <sup>two</sup> ~~one~~ candidate for each vacancy. \* <sup>These</sup> ~~These~~ nominees will be the best qualified and most deserving of all interested individuals considered eligible. In making the nominations each office will fill in the provided nomination forms giving a summary of the person's educational background, work experience, etc. These completed nomination forms <sup>in duplicate</sup> will then be <sup>sent</sup> forwarded to the Office of the A/DD/I (Admin.) for consideration by the Panel. <sup>for forwarding to the office having the vacancy</sup>
5. The Panel at its next meeting will review the nominees and make a recommendation to the Office Career Service Board and AD

6. Practical deadlines will be set in carrying out this procedure so that vacancies will be left unfilled for the shortest possible time. \*

7. It is to be expected that a majority of vacancies will be filled by personnel from the component in which the vacancy exists. However, qualified and deserving individuals who might otherwise have had no opportunity to be placed outside of their immediate office will undoubtedly be found. It is to be hoped that this system will have the two-fold effect of improving employee morale and placing the best qualified DD/I person in the vacant position.